

**Auto Sales Web Site  
Administrators' Guide**

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# 1. Introduction

## OBJECTIVES

Now that you're self-administered web site has been setup by KDI, it's time to get ready to use it.

After reading this section you will have a better understanding about:

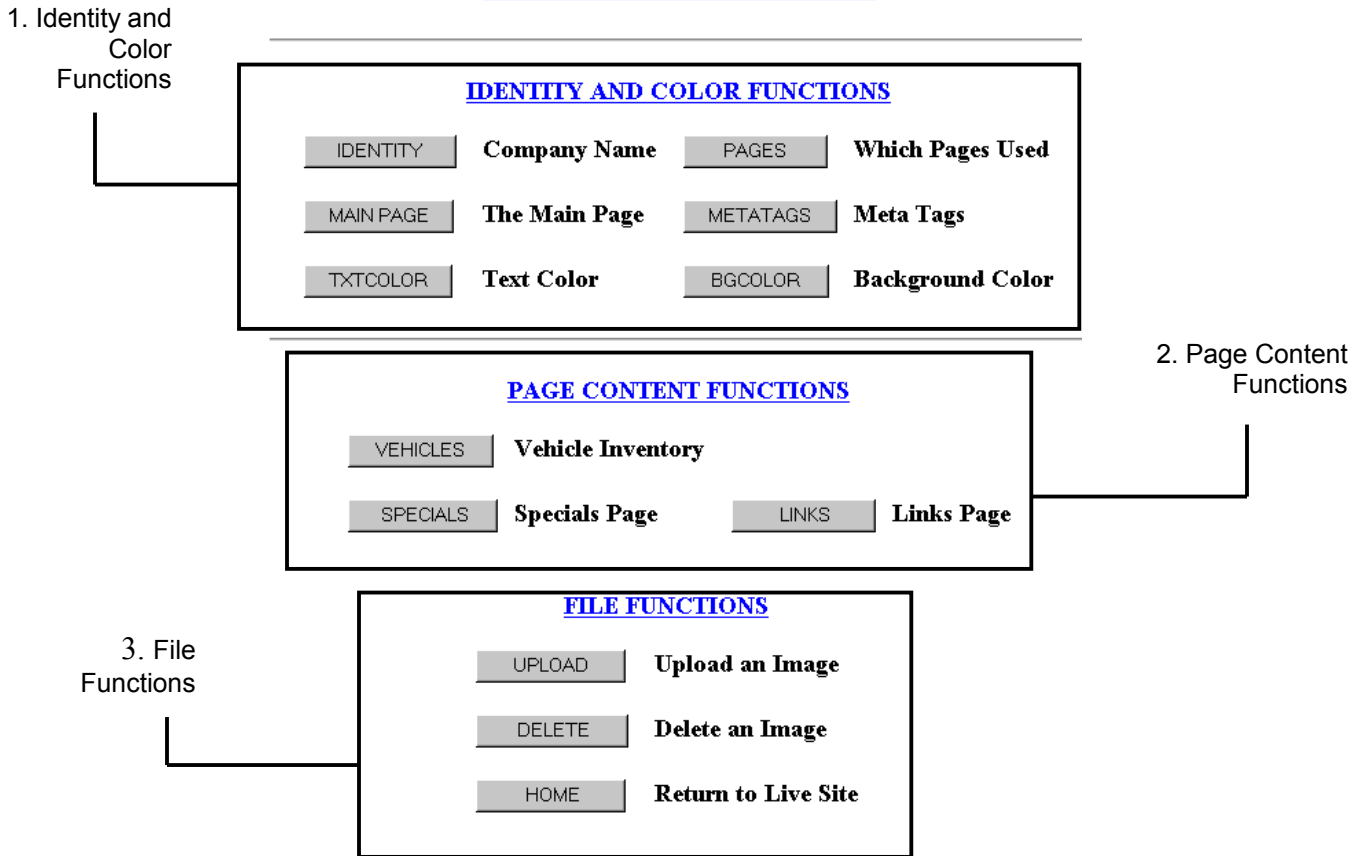
- 
- Adding, displaying, editing and deleting inventory items
- Adding, displaying, editing and deleting specials
- Adding, displaying, editing and deleting links
- Uploading and removing images

## ADMINISTRATION PAGE LAYOUT AND FUNCTIONS

The Administration Page is the destination from which you can manage the identity and the menu items. The administration page is divided into three (3) regions; (1) Identity and Color Functions, (2) Page Content Functions and (3) File Functions. These regions are outlined below in **Error! Reference source not found.**, and identified with numbered labels, which correspond to the numbered sections below. You can access the Administration Page using a browser and keying in the URL provided by the KDI Web Administrator. For Instructions on how to access the Administration Page see Section Logging In on page 2-1.

Figure 1-1: Administration Page

[ADMINISTRATION PAGE](#)



## 1. Identity and Color Functions

### Identity Button



The **IDENTITY** button brings up a display that allows you to edit your company details:

- Company Name
- Address
- Phone/fax
- Email

### Main Page Button



The **MAIN PAGE** button brings up a display that allows you to edit the text on your homepage.

### Text Color Button



The **TXTCOLOR** button brings up a display that allows you to choose what color you want the text your site to be.

### Pages Button



The **PAGES** button brings up a display that allows you to choose which pages you want displayed on your web site.

### Meta Tags Button



The **METATAGS** button brings up a display which allows you to type in keywords along with descriptions that pertain to your website. Meta tags are used to help locate your website when using a search engine.

### Background Color Button



The **BGCOLOR** button brings up a display which allows you choose what color you want the background on your website to be.

## 2. Page Content Functions

### Vehicles Button



The **VEHICLES** button brings up a display that allows you to:

- Display individual vehicle details
- Add a new vehicle
- Edit details on a vehicle
- Remove a vehicle from the list

### Specials Button



The **SPECIALS** button brings up a display that allows you to:

- Display the details of individual vehicle specials
- Add a new vehicle special
- Edit the details on special
- Remove a vehicle from the specials list

### Links Button



The **LINKS** button brings up a display that allows add links to other website from your website.

## 3. File Functions

### Upload Button



The **UPLOAD** button brings up a display that allows you to take existing images from your computer and adding them to your website. This page also lists all the images that have already been uploaded.

### Delete Button



The **DELETE** button brings up a display that allows you to remove any existing images from your website

### Home Button



The **Home** button brings up the live site, giving you the ability to see the changes you have made.

## 2. Instructions

### LOGGING IN

1. Open up a browser on your pc.
2. In the Address field key in [www.yourwebsitename.com/admin](http://www.yourwebsitename.com/admin) and then hit the **Enter button** on your keyboard.  
The **Login** display will appear.
3. Type in your Password, and then click on **Next** button.  
The **Administration Page** will appear.

### MAKING CHANGES TO YOUR COMPANY DETAILS

1. Click **Error! Bookmark not defined.** on the **IDENTITY** button.  
The **Edit Record - Identity** display appears.
2. Make the appropriate changes, and then click on the **Update Record** button.  
The record has been updated.
3. Click on the **Back to Admin Page** button.  
You are back at the **Administration Page**

### EDITING THE TEXT ON YOUR HOME PAGE

1. Click on the **MAIN PAGE** button.  
The **Edit Record - Main Page** display appears.
2. Make the appropriate changes, and then click on the **Update Record** button.  
The record has been updated.
3. Click on the **Back to Admin Page** button.  
You are back at the **Administration Page**.

## SELECTING YOUR TEXT COLOR

1. Click on the **TXTCOLOR** button.  
The **Select Text Color** display appears. From this display you can see which color is currently being used along with a list of colors to choose from.
2. Select a text color by clicking on the corresponding button.
3. Once you have selected the font color you want to use, click on the **Modify** button.  
The Current Font color has been changed to the show the new color.
4. Click on the **Back to Admin Page** button.  
You are back at the **Administration Page**.

## CHOOSING THE PAGES YOU WANT TO DISPLAY

1. Click **Error! Bookmark not defined.** on the **PAGES** button.  
The **Edit Record -Pages** display appears. You are given a list of pages to choose from.
2. Select a page by clicking on the corresponding button.
3. Once you have selected which pages you want display, click on the **Update Record** button.  
The record has been updated.
4. Click on the **Back to Admin Page** button.  
You are back at the **Administration Page**.

## ADDING META TAGS TO YOUR WEB SITE

1. Click **Error! Bookmark not defined.** on the **METATAGS** button.  
The **Edit Record- Meta Tags Page** display appears.
2. Enter the appropriate text, and then click the **Update Record** button.  
The record has been updated.
3. Click on the **Back to Admin Page** button.  
You are back at the **Administration Page**.

## CHANGING THE BACKGROUND COLOR

1. Click on the Error! Bookmark not defined.**BGCOLOR** button.  
The **Select Background Color** display appears. From this display you can see which color us currently being used as the background color along with a list of colors to choose from.
2. Select a text color by clicking on the corresponding button.
3. Once you have selected the font color you want to use, click on the **Modify** button.  
The Current Background color has been changed to the show the new color.
4. Click on the **Back to Admin Page** button.  
You are back at the **Administration Page**.

## USING A GRAPHIC AS THE BACKGROUND

1. Click on the Error! Bookmark not defined.**BGCOLOR** button.  
The **Select Background Color** display appears.
2. Scroll down to **Select the file name of the image you desire for your background:**
3. Click on the drop box.  
You are given a list of images to choose from.
4. Select an image by clicking on it.  
The image you chose is filled in.
5. Click on the **Modify** button.  
The system has updated the changes.
6. Click on the **Back to Admin Page** button.  
You are back at the **Administration Page**.

## ADDING A RECORD TO THE VEHICLE LIST

1. Click on the **VEHICLES** button.  
The **List Records - Vehicles** display appears.
2. Click the **Add Record** button.  
The **Add Record - Vehicles display** appears.

3. In the **Year** field, key in the year of the vehicle
  4. Choose a category by clicking on the dropdown menu.
  5. In the **Vehicle Description** field, type in a description of the vehicle you are adding (i.e. color, make , model).
  6. Choose an image by clicking on the dropdown menu.
- Note: You must first upload your image for it to be listed. For instructions on how to upload an image go to (title here) on page (page here).
7. Click on the **Add Record** button.  
The new record has been added to the menu list.
  8. Click on the **List Records** button to view the new record on the list.

## DISPLAYING A VEHICLE RECORD

1. Click **Error! Bookmark not defined.** on the **VEHICLES** button.  
The **List Records - Vehicles** display appears.
  2. Select the vehicle record you want to display, , and the click on the **Display** button to the right of the record.  
The **Display Record - Vehicles** display appears.
  3. All the information regarding this vehicle is displayed.
- Note: You can click on the **Edit** button to make changes to the record. Follow the instructions below.
4. Click on the **List Records** button to return back to the **List Records - Vehicles**.

## EDITING A VEHICLE RECORD

1. Click on the **VEHICLES** button.  
The **List Records - Vehicles** display appears.
2. Select the vehicle record you want to edit, and the click on the **Edit** button to the right of the record.  
The **Edit Record - Vehicles** display appears.
3. Make the appropriate changes, and then click on the **Update Record** button.  
The record has been updated.
4. Click on the **List Records** button to view the changes made to the vehicle record.

## REMOVING A VEHICLE RECORD

1. Click on the **VEHICLES** button.  
The **List Records - Vehicles** display appears.
2. Select the vehicle record you want to delete, and then click on the **Edit** button to the right of the record.  
The **Edit Record - Vehicles** display appears.
3. Click on the **Delete Record** button.  
A dialog box appears asking if you want to **Delete Record?**
4. Click on the **OK** button to continue.  
The record has been deleted.
5. Click on the **List Records** button to confirm that the record has been removed from the list.

## ADDING A RECORD TO THE SPECIALS PAGE

1. Click on the **SPECIALS** button.  
The **List Records - Specials** display appears.
2. Click the **Add Record** button.  
The **Add Records - Specials** display appears.
3. Fill in the fields, and then click on the **Add Record** button.  
The record has been added.
4. Click on the **List Records** button to view the new record.

## DISPLAYING A RECORD ON THE SPECIALS PAGE

1. Click on the **SPECIALS** button.  
The **List Records - Specials** display appears.
2. Select the record you want to display, and then click on the **Display** button to the right of the record.  
The **Display Record - Specials** display appears.
3. All the information regarding this record is displayed.  
Note: You can click on the **Edit** button to make changes to the record. Follow the instructions below.
4. Click on the **List Records** button to return back to the **List Records - Specials**.

## EDITING A RECORD ON THE SPECIALS PAGE

1. Click on the **SPECIALS** button.  
The **List Records - Specials** display appears.
2. Select the record you want to edit, and then click on the **Edit** button to the right of the record.  
The **Edit Record - Specials** display appears.
3. Make the appropriate changes, and then click on the **Update Record** button.  
The record has been updated.
4. Click on the **List Records** button to view the changes made to the record.

## DELETING A RECORD ON THE SPECIALS PAGE

1. Click on the **SPECIALS** button.  
The **List Records -Specials** display appears.
2. Select the record you want to delete, and then click on the **Edit** button to the right of the record.  
The **Edit Record - Specials** display appears.
3. Click on the **Delete Record** button.  
A dialog box appears asking if you want to **Delete Record?**
4. Click on the **OK** button to continue.  
The record has been deleted.
5. Click on the **List Records** button to confirm that the record has been removed from the list.

## ADDING A RECORD TO THE LINKS PAGE

1. Click on the **:LINKS** button.  
The **List Records - Links** display appears.
2. Click the **Add Record** button.  
The **Add Record - Links** display appears.
3. Fill in the fields.
4. Click on the **Add Record** button.  
The record has been added.
5. Click on the **List Records** button to view the new record.

## DISPLAYING A RECORD ON THE LINKS PAGE

1. Click on the **Editorial** button.  
The **List Records - Editorials** display appears.
  2. Select the record you want to display, and then click on the **Display** button to the right of the record.  
The **Display Record - Editorial** display appears.
  3. All the information regarding this record is displayed.
- Note: You can click on the **Edit** button to make changes to the record. Follow the instructions below.
4. Click on the **List Records** button to return back to the **List Records - Editorial**.

## EDITING A RECORD ON THE EDITORIAL PAGE

1. Click on the **Editorials** button.  
The **List Records - Editorials** display appears.
2. Select the record you want to edit, and then click on the **Edit** button to the right of the record.  
The **Edit Record - Editorials** display appears.
3. Make the appropriate changes, and then click on the **Update Record** button.  
The Record has been updated.
4. Click on the **List Records** button to view the changes made to the record.

## DELETING A RECORD ON THE EDITORIAL PAGE

1. Click on the **Editorials** button.  
The **List Records - Editorials** display appears.
2. Select the record you want to delete, and then click on the **Edit** button to the right of the record.  
The **Edit Record - Editorials** display appears.
3. Click on the **Delete Record** button.  
A dialog box appears asking if you want to **Delete Record?**
4. Click on the **OK** button to continue.  
The Record has been deleted.
5. Click on the **List Records** button to confirm that the record has been removed from the list.

## UPLOADING AN IMAGE

1. Click on the **Upload** button.  
The **Upload an Image** display appears.
2. To select an image saved on your computer click on the **Browse** button.  
The **Choose file** display appears.
3. Find the file you want to upload and then click on the **Open** button.  
The file name will appear in the field box next to the **Browse** button.
4. Click on the **Upload File** button.  
The file has been uploaded to the website.

## DELETING AN IMAGE

1. Click on the **Delete** button.  
The **Delete An Image** display appears.
2. Select the image you want delete by clicking on the dropdown menu.
3. Click the **Delete Image** button.  
A message appears asking you if you are certain you want to delete the image.
4. Click the **Delete It** button to confirm the deletion. If you are unsure click on the **Oops Go Back** button.

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